

DEPARTMENT OF SOCIAL SERVICES

744 P Street, M.S. 19-31
Sacramento, CA 95814

December 5, 1986



ALL COUNTY LETTER NO. 86-124

TO: All County Welfare Directors
All Public and Private Adoption Agencies
All SDSS Adoptions District Offices

SUBJECT: ADOPTION ASSISTANCE PROGRAM NOTICES OF ACTION

Adoption Assistance Program regulations found in EAS 45-806 and 22 CAC 30672 provide for adequate notice to adoptive parent(s) of the right to a state hearing when assistance is granted, denied or changed in any way. The County Welfare Department (CWD) income maintenance unit is responsible for providing this notice. Current procedures do not clearly provide for notice when assistance is denied or when payments are deferred.

To assure that adequate notice is provided in all cases, adoption agencies shall notify the appropriate CWD of a denial or deferred payment agreement using the "Payment Instructions-Adoption Assistance Program" (AAP 2) form. As the AAP 2 does not contain an appropriate check box, the words "Denial, please send notice of action" or "Deferred payment agreement, please send notice of action", should be entered as appropriate below the child's name and birthdate on the AAP 2. The reason for denial should be entered on the "Ineligibility due to" line 1. The CWD shall complete and send the Adoption Assistance Notice of Action form (NA 791) to the adoptive parents. In cases of denial, the "Your application is denied." box on the NA 791 should be checked. In cases of deferred payment, the words "Payments are deferred. If payments are needed, contact your adoption agency." should be written on the form above the reason for action block.

Both the AAP 2 and the NA 791 will be revised when the current supply is exhausted.

If you have questions, please contact your Adoptions Program Consultant at (916) 322-5973 (ATSS 492-5973).

A handwritten signature in cursive script, reading "Loren D. Suter".

LOREN D. SUTER
Deputy Director
Adult and Family Services Division

A handwritten signature in cursive script, reading "Robert A. Horel".

ROBERT A. HOREL
Deputy Director
Welfare Program Division

cc: CWDA